

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVER SHEET</b>		1. DUTY LOCATION Washington, D.C.		2. POSITION NUMBER <b>34481</b>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>Administrative Analysis Guide Eval Guide TS-98 August 1990</i>					
		b. Title		c. Service	d. Series
Official Allocation		<i>Program Analyst</i>		<i>GS</i>	<i>0343</i>
4. SUPERVISOR'S RECOMMENDATION		Program Analyst		GS	0343
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <i>DOUGLAS, Arelia A.</i>		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			c.		
B. Assistant Administrator for the Office of Water			f.		
c. Immediate Office			g.		
d. Resource Management Staff			h. EPAYS Organization Code <i>41013000</i>		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p>— [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p>— [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p>— [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p>— [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p>— [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>Tim Fontaine, Director, Resource Management Staff</i>			d. Typed Name and Title of Second-Level Supervisor <i>Michael Shapiro, Deputy Assistant Administrator, Office of Water</i>		
b. Signature <i>[Signature]</i>		c. Date <i>2/9/04</i>	e. Signature <i>[Signature]</i>		f. Date <i>2/9/04</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. XX This position has no promotion potential. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code <i>00</i>
d. Bargaining Unit Code <i>0011</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		f. Signature <i>[Signature]</i>		g. Date <i>3/1/04</i>
11. REMARKS					

*Modesto RSR*

United States Environmental Protection Agency  
**POSITION DESCRIPTION OVERSHEET**

1. DUTY LOCATION  
 Washington, DC

2. POSITION NUMBER

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation					
4. SUPERVISOR'S RECOMMENDATION	Program Analyst	GS	343	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)  
 Program Analyst

6. NAME OF EMPLOYEE

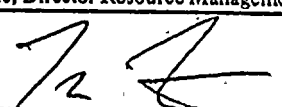

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. Assistant Administrator for Water	f.
c. Immediate Office	g.
d. Resource Management Staff	h. EPAYS Organization Code: 41013000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
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- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Tim Fontaine, Director Resource Management Staff		d. Typed Name and Title of Second-Level Supervisor Mike Shapiro, DAA for the Office of Water	
b. Signature 	c. Date 6/26/03	e. Signature 	f. Date 7/14/03

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code
d. Bargaining Unit Code	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (5% of time) <input type="checkbox"/> This position is subject to random drug testing ( )	f. Signature	
		g. Date	

11. REMARKS

## PROGRAM ANALYST GS-343-13

### Introduction

This position is located in the Office of Water, Immediate Office, Resource Management Staff. The Resource Management Staff is the principal staff serving the Assistant Administrator of Water on matters relating to budget formulation, execution, contracting, grants, program planning and evaluation, Government Performance and Result Act (GPRA) activities. The Resources Management Staff also provides liaison and coordination between Office of Water and other program offices, the Office of Inspector General, the General Accounting Office, the Office of Management and Budget (OMB), and Congressional offices.

### DUTIES AND RESPONSIBILITIES

The incumbent of this position will independently or as part of a work team complete various and broad ranging projects associated with the budgetary activities of the Office of Water. The incumbent will act as the task leader for some projects or tasks, and lead a team of junior analysts in the completion of the task.

Analyzes administrative processes and/or agency programs. Communicates with colleagues, agency management, and other contacts outside the agency to gather and analyze information about agency processes and programs. Writes reports, letters and other documents with recommendations for management programs, policies and activities.

Performs analytical and evaluative work associated with line and/or program activities.

#### **Cost Effectiveness Studies**

Performs program cost analyzes such as development of life cycle or other cost analyses of projects, or performance of cost benefit or economic evaluations of programs. Leads cost effectiveness studies for office-wide operating or administrative programs. Prepares budgetary reports on results of studies and is responsible for the collection, interpretation, and analysis of quantitative and qualitative data relevant to programs being evaluated.

Provides assistant to the SBO and Technical lead Analyst on administrative and budget issues with other program offices, Federal agencies such as the Office of Management and Budget (OMB), and the Congress regarding administrative and budget issues. Provides assistants in the preparation of special reports and analyses requested by various organizations within and outside EPA and OW programs on levels of funding, personnel ceilings, statistics, etc. Prepares budgetary and financial reports to OW management. Works with the SBO and Technical Lead Analyst to secure budget information throughout the year.

Reviews and analyses specific components of OW program office operating plan requests. Reviews, analyzes and makes recommendations on resource targets and ceilings of program offices. Assists appropriate staff in coordinating and presenting the Office of Water's budget and program plans.

### **Organizational Analysis**

Evaluates and make recommendations for effective organizational changes. Assists technical lead analyst in conducting office-wide studies or projects with significant organizational changes.

### **Program Oversight**

Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Evaluates office-wide programs against short and long range objectives.

The incumbent will work with the Lead Program Analysts for Assistance Agreements and contracts. Support efforts in planning, developing, operating and maintaining management systems, process and policies to guide the OW's management of Assistance Agreements and contracts. To fulfill these responsibilities, the incumbent must be competent in up-to-date knowledge of Assistance Agreement requirements and contracts, regulations and government-wide best practices.

Conducts extensive reviews of OW allowance holder resources utilization and recommends changes or other actions. Analyzes OW's status of resources, comparing operating plan vs. actual obligations to identify problems and propose solutions.

Assists program offices with installing and training in the Integrated Financial Management System (IFMS) computer application and providing technical support on IFMS related issues. Works with OW program offices to prepare OW's Operating Plan. Identifies and manages payroll, FTE and Working Capital Fund needs for OW. Manages Immediate Office yearly budget. Prepares monthly, biweekly, and/or weekly reports on utilization of funds for the program. Responsible of the approval of reprogramming of Office of Water resources across the agency. Provides assistant and support to the Senior Budget Officer (SBO) on all budget activities.

### **Reviews Budget Data**

Reviews financial data and tracks utilization funds. Reviews a broad base of historical data to validate and consolidate requests and estimates for an integrated budget for a major multi-functional program. Resolves complex problems of prediction and forecasting which result from uncertainties or changes in the operating programs, and for determining the propriety of systems and methods used by operating officials in developing estimates for funding requirements.

### **Prépare Budget Estimates and Justifications**

Based on a variety of information, prepares estimates for projected operating budget(s). Prepares justification for the estimates. Prepares budget estimates for major substantive or administrative internal operating programs. Consolidates estimates into an integrated budget forecast.

Performs operational program budget execution duties. Performs studies and audits on control and use of funds throughout the year. Assures that obligations incurred and resulting expenditures of funds are in accordance with pertinent laws and regulations.

### **Analyzes and Evaluates Relationships**

Compiles and coordinates the presentation materials for assigned area of the budget. Analyzes and evaluates the effects of program plans and budget issues. Continually monitors control point expenditures in relation to planned levels. Prepares reports of analysis, making recommendations for remedial action. Identifies relationships between projected major program changes and the projected budget. Forecasts shortfalls and actions necessary to accommodate the changes. Prepares special analyses of fund expenditures as necessary. Evaluates the effect of cost and program changes on the budget execution process.

### **Identifies and Executes Reprogramming Actions**

Identifies and executes reprogramming actions. Reviews progress of all obligations and maintains sufficient familiarity with operating and financial programs to make early recommendations for reprogramming actions. Works closely with operating officials in developing reprogramming requests. Identifies trends indicating a deficit in future funds. Approves reprogramming and reprograms funds between operating programs when authorized. Forwards requests to reprogram funds between major operating programs to a higher level.

### **Factor 1-8 Knowledge Required by the Position 1550 Points**

- 1) Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems;
- 2) Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs;
- 3) Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments; and;
- 4) Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

#### **Factor 2-4 Supervisory Controls 450 Points**

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

#### **Factor 3-4 Guidelines 450 Points**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

#### **Factor 4-5 Complexity 325 Points**

Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

#### **Factor 5-4 Scope and Effect 225 Points**

Assesses the productivity, effectiveness, and efficiency of program operations and/or analyzes and resolves problems in the staffing, effectiveness and efficiency of administrative support and staff activities. Establishes criteria to measure and/or predict the attainment of program or organizational goals and objectives. Contributes to the improvement of productivity, effectiveness and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. The work may affect the nature of administrative work done in components of other agencies.

**Factor 6-3 Personal Contacts 60 Points**

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

**Factor 7-3 Purpose of Contacts 120 Points**

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8-1 Physical Demands 5 Points**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9-1 Work Environment 5 Points**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

**TOTAL POINTS: 3190**

**GS-343-13**